

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818



Employee Name	CATE, MATTHEW
Expense Dates	11/19/09-11/19/09
Total Expense Amount	344.20
Amount Due Employee	344.20
Form ID	TEA000555615

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 11/19	Commercial Air Fare	317.20	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents

Appro
by:

Brett H MORGAN

Travel & Expense Account Summary

Employee Name MATTHEW CATE
Expense Dates 11/19/09-11/19/09
Report Name December 2009

Request Total \$ 344.20
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 344.20

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CSA	344.20

NOTE: (d)=Direct Charge

DATE	Thu Nov 19									TOTAL
Parking, Auto	9.00									9.00
Commercial Air Fare	317.20									317.20
Dinner	18.00									18.00
TOTALS \$	344.20									344.20

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CSA	11/19/09	Parking, Auto	9.00	Cash
Regular Travel	CSA	11/19/09	Commercial Air Fare	317.20	Cash
Regular Travel	CSA	11/19/09	Dinner	18.00	Cash

Doetsch, Tara

MLC
CSA?

Board
Meeting

From: Cate, Matt
Sent: Monday, November 16, 2009 8:44 AM
To: Prizmich, Kathy; Doetsch, Tara
Subject: FW: Ticketless Confirmation - CATE/MATTHEW LOREN - NL8TRU

From: Southwest Airlines[SMTP:SOUTHWESTAIRLINES@LUV.SOUTHWEST.COM]
Sent: Monday, November 16, 2009 8:43:27 AM
To: Cate, Matt
Subject: Ticketless Confirmation - CATE/MATTHEW LOREN - NL8TRU
Auto forwarded by a Rule



Receipt and Itinerary as of 11/16/09 10:43 AM

Confirmation Number
NL8TRU



Confirmation Date: 11/16/09
CID: 99209191
Received: WN/STATEOF CALIFORNIA BY
ICBM

Passenger Information

Passenger Name	Account Number	Ticket#	Expiration ¹
CATE/MATTHEW LOREN	00000121413876	5262166343424	11/16/10

¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

Itinerary

Depart: SACRAMENTO CA to ONTARIO CA (Travel Time: 1 hrs 20 mins)

Date	Flight	Routing Details
Thu Nov 19	# 2375	Depart SACRAMENTO CA (SMF) at 8:25 AM Arrive in ONTARIO CA (ONT) at 9:45 AM

Return: ONTARIO CA to SACRAMENTO CA (Travel Time: 1 hrs 20 mins)

Date	Flight	Routing Details
Thu Nov 19	# 1409	Depart ONTARIO CA (ONT) at 5:50 PM Arrive in SACRAMENTO CA (SMF) at 7:10 PM

Cost and Payment Summary

Base Fare	\$275.34
+ Excise Taxes	\$20.66
Advertised Fare	\$296.00

+ Segment Fee	\$7.20
+ Passenger Facility Fee	\$9.00
+ Security Fee ¹	\$5.00
.....	
Total Payment:	\$317.20

¹Security Fee is the government-imposed September 11th Security Fee.

Current payment(s)
11/16/09 Amer Express XXXXXXXXXXXX1015 \$317.20

Fare Calculation:

SMF WN ONT137.67YL WN SMF137.67YL 275.34 END ZPSMFONT XFSMF4.5ONT4.5 AY5.00\$SMF2.50 ONT2.50

Fare Rule(s)

All travel involving funds from this Confirmation Number must be completed by the expiration date. Any change to this itinerary may result in a fare increase.

Important Checkin Requirement

Passengers who do not obtain a boarding pass and are not present and available for boarding in the departure gate area at least ten minutes prior to scheduled departure time may have their reserved space cancelled and will not be eligible for denied boarding compensation.

Southwest Airlines Co. Notice of Incorporated Terms

Air transportation by Southwest Airlines is subject to Southwest Airlines' Passenger Contract of Carriage, the terms of which are incorporated by reference.

Notice of Incorporated Terms



Additional Information for Travelers

[Online Checkin](#) | [Free Baggage Allowance](#) | [Checkin Requirements](#)
[Inflight Service](#) | [Travel Tips](#) | [Refund Information](#) | [Privacy Policy](#) | [Southwest Airlines Destinations](#)

We can [notify you of flight departure or arrival status via text messages](#) on your cell phone, pager, personal digital assistant (PDA), or e-mail account. Or, use our automated phone service by calling 1-888-SWA-TRIP.